

22 October 1959

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Unused Safes Survey for 1959

REFERENCE : Memo dated 15 Oct. 1959, same Subject

1. A review of the Check Sheets on filing cabinets used in the Office of the Deputy Director (Coordination) reveals that all safes are in full use, are used daily, and are needed for continued operations.

2. One safe is located in 202 Admin. and is for retention of the DD/C's material. Five safes are located in the Assistant's office; three of them are 2-drawer safes. Of the twedrawer safes, 2 are assigned to hold special material retained under special security precautions.

✓ 3. We do not anticipate an increase in our safe requirements. Rearrangement of material to combine into fewer safes is not possible due to limited security clearances of the personnel assigned to the offices.

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Admin. Assistant, O-DD/C